

# Jacksonville's NNO 2016 - Vendor Package & Form



You are invited to participate in National Night Out (NNO) 2016, which will be held on Tuesday, August 2, 2016. This Community Event will be open to the public 5 - 9PM and will be located at the Jacksonville's downtown Riverwalk Crossing Park.

Jacksonville's National Night Out is an Annual Community-Building Campaign, to raise awareness on the following topics: Public Safety, Crime Prevention, Health, Education and Youth Programs. Therefore, it will be a mandatory requirement for all vendors, with the exception of food vendors, to indicate on the application how they will promote one of these topics.

The application for booth space is enclosed and we ask that you read the Vendor Information carefully and fill it out completely before submitting it to NNO. Vendor's explanation of how one of NNO's five main topics will be supported will play a large part in entry approval. You will be notified by June 1 as to whether you have been approved as a vendor for NNO. Booth space is 10' x 10'. Additional space requests will be considered on an as-needed basis. There is no electricity or water in the park area. All applications must be reviewed by the NNO committee.

NNO is an outdoor event which is open to food vendors, non-profit organizations, military, law enforcement, and first responder organizations and affiliates. No selling of goods is permitted. Vendors may display goods with information to purchase after the event.

To begin the process, please fully complete the application form, hereby accepting and agreeing to **all** of the guidelines. We ask that food vendors provide us with a menu. Incomplete applications will not be accepted.

## Important Times:

- **12 - 3:30PM**                      **Vendor Set Up**
- **2PM**                                **Food Vendor Fire Inspection**
- **5-9PM**                            **Open to the Public** (Vendor booths to remain open during this time)
- **9PM**                                **Fireworks at the New River**

## Important Notes:

- **The Jacksonville National Night Out Committee reserves the right to determine eligibility of all vendor applicants**
- **Non-food vendors may not sell items at NNO.**
- **Vendors are welcome to display goods and services, sales are prohibited.**
- **No pets, skateboards, bikes or scooters are allowed within your booth area**
- **Certificates of insurance may be required, please read the enclosed information**
- **Food Vendor Menu Items must be pre-approved by the NNO Committee**

## Need more information? Contact us at Jacksonville Department of Public Safety:

Food Vendors contact - Sher'rie Hall, shall@jacksonvillenc.gov, 938-6423

Commercial Vendors (Non-food) contact - Brenda Coleman-Lokites, bcolemanlokites@jacksonvillenc.gov, 938-6557

Non-Profit Vendors (Non-food) contact - Lindsey Pasko, lpasko@jacksonvillenc.gov, 938-5047



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**Vendor Application must be completed and postmarked no later than May 1, 2016.**

Mail forms & Payment to Jacksonville Police, NNO Committee, PO Box 128, Jacksonville, 28540-0128

Vendor Type(check one): Non-Profit <input type="checkbox"/> Commercial <input type="checkbox"/> Food <input type="checkbox"/>	
Organization/Business Name	Primary Phone:
Tax ID:	Alternate Phone:
Contact Name	Email
Street Address	City/State/Zip
Which NNO Topic will your organization Display at your booth? Check all that apply: Public Safety <input type="checkbox"/> Crime Prevention <input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Youth Programs <input type="checkbox"/>	
Description of activity or items on display (food vendors, please attach menu):	

Booth space is assigned prior to event day for all vendors and is located on pavement throughout the park area. Some activity vendors, sponsors or partners may be located in other areas. Non-Profit vendors holding a 501-3C are cost exempt. Please remit payment made payable to National Night Out (NNO). **Checks will not be cashed until the NNO Committee approves you as a vendor.** Receipts will be provided in approved vendor packet. A \$25 fee may apply for return checks.

Booth Space Dimensions	Preferred number of Booth Spaces	Participation Fee	Vendor Approval Packet Delivery Method Preferred
10' x 10'		\$100 (\$0 nonprofit approved)	Mail <input type="checkbox"/> Pick-up <input type="checkbox"/>
Special Requirements:			

## Release & Hold Harmless

I/we, the undersigned, for and in consideration of permission and space to participate in Jacksonville's National Night Out, August 2, 2016, agree to release and hold harmless, and defend the City of Jacksonville, NC, National Night Out, its officials, representatives, agents, servants, and employees from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expenses, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for Jacksonville's National Night Out, participating in Jacksonville's National Night Out or traveling to or from the City of Jacksonville to Jacksonville's National Night Out. I have read and fully understand the above release and hold harmless agreement.

Name of Vendor (print) \_\_\_\_\_ Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_



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## General Vendor Information

**12PM-3:30PM - Vendor Set Up**

**5-9PM - Open to the Public**

**2PM - Food Vendor Inspection**

**9PM - Fireworks at the New River**

- Booth sizes: 10'x10' Requests for more than one booth space will be taken into consideration but is not guaranteed.
- Vendors are not allowed to set anything up in front, behind, or beside the assigned booth space.
- After Vendor Setup, all vendors must return their vehicles to the designated vendor parking area. Any vendor vehicle parked in a non-designated vendor parking space, after 3:30pm, may result in the vehicle being towed. NNO will be held "Rain or Shine".
- No amplified sound is permitted.
- Vendors must provide their own tables, tents, tables, chairs, etc. Nothing can be placed in the ground such as stakes for your tent, so please be prepared in case it is a windy day.
- No pets, skateboards, bikes or scooters are allowed within your booth area.
- Vendors are encouraged to bring hand carts to assist with the unloading and loading of your items.
- Volunteers will be on hand to assist with the set up and take down of booths.
- Vendor Approval Packets will be mailed out (or picked up by vendor) prior to the event and include booth location and parking pass.
- Alcohol, drugs or drug paraphernalia are strictly prohibited on City of Jacksonville property and in the event area.
- Cancellations deadline is June 1, 2016 and must be made in writing. There will be a \$25 Administrative fee for all cancellations. No Refunds will be issued after June 1, 2016.
- All applications must be signed.
- No raffles are permitted within the National Night Out festival area.
- Vendors cannot sublet, assign, donate or trade their space.
- Vendors will be responsible for the proper disposal of their waste/trash. Receptacles will be provided throughout the festival area.
- The City of Jacksonville, National Night Out Committee, its employees and volunteers will not be held responsible for loss or damage before, during or after National Night Out.
- The City of Jacksonville or National Night Out Committee are not liable or responsible for delays, cancellation, or postponements of National Night Out or events within the National Night Out due to inclement weather, acts of war, government action, strikes or other matters beyond its control.

## Food Vendors

- Preparation of food for sale to the public is specifically governed by the regulations of the State of NC Department of Health.
- Food can **only** be provided to the public through a self-contained/mobile unit which meets the specific regulations of and has been permitted by the NC Department of Health.
- Food vendors must contact the Onslow County Environmental Health Department at 910-938-5851 to obtain required permits. **This must be done no later than 15 days prior to the event.**
- Pre-packaged food which has been prepared at a licensed restaurant or company and is available for purchase in a pre-packaged form is permitted to be sold or otherwise vended at National Night Out.
- Vendors must provide their own potable water. No water connections are available in the Festival area.
- A hand washing station with soap and single use hand towels must be provided.
- All food vendors must follow all federal, state and local food handling regulations.
- There is no dumping of grease/cooking waste in the park, **no exceptions!** Vendors found in violation will be asked to leave the event immediately with no refund of booth fees.
- Have enough supplies on hand for the entire event. Vehicles will not be permitted in the festival area once the event begins.
- Food vendors will be **required** to provide a Certificate of Liability Insurance with their application.  
Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate

**PLEASE NOTE:** the City of Jacksonville, PO Box 128, Jacksonville, NC 28541 must be listed as the Certificate Holder and as an additional insured with regards to General Liability and Automobile Liability. The insurer must be licensed in the State of North Carolina. For questions regarding insurance, please contact Sher'rie Hall at 910 938-6423 or shall@jacksonvillenc.gov.

- Menu items must be pre-approved by the Jacksonville National Night Out Committee, so please include a sample menu with your application. National Night Out will not allow multiple vendors with the same products.
- Once your vendor trailer is in place, the vehicle towing it must be removed no later than 2PM.
- Vehicles will not be allowed in the festival area once the event has begun.
- Please bring waste receptacles and the plastic liners for them. Event staff will be emptying the trash receptacles periodically throughout the event time.
- There is limited availability of electricity on site, permission for use must be granted prior to event day.
- All food vendors must be ready for a Fire Inspection no later than 2PM.

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## Vendor Requirements - Check List

Below is a checklist divided by Vendor Type. Please look for the checklist that applies to your participation in National Night Out. Everything on that checklist is required to be turned in at one time with your application. NNO will not accept incomplete applications. All applications must include the necessary supporting documents.

### Food Vendor Check List

- ☐ Vendor Application
- ☐ Menu
- ☐ Certificate of Insurance  
Comprehensive General Liability Insurance-\$1,000,000 Single Limit/\$2,000,000 General Aggregate  
**Please note:** the City of Jacksonville, PO Box 128, Jacksonville, NC 28541 must be listed as the Certificate Holder and as an additional insured with regards to General Liability and Automobile Liability. The insurer must be licensed in the State of North Carolina. For questions regarding insurance, contact Sher'rie Hall at 910 938-6423 or shall@jacksonvillenc.gov.
- ☐ Participation Fee (\$100)  
Please attach to your vendor application a check written out to NNO or National Night Out. The participation fee is a flat rate of \$100. Check will be cashed after the NNO Committee has approved you as a vendor. Your receipt will be included in your approval packet, which will disclose your booth location, map and details related to setting up for the event.
- ☐ Permit from Onslow County Health Dept
- ☐ Container for grease disposal
- ☐ Food grade plastic gloves
- ☐ Potable water
- ☐ Health Dept. approved hand washing station
- ☐ Ice and appropriate storage for trash receptacles and liners
- ☐ Sanitizing solutions if using wet wiping cloths

### Commercial Business Vendor Check List

- ☐ Vendor Application
- ☐ Participation Fee (\$100)  
Please attach to your vendor application a check written out to NNO or National Night Out. The participation fee is a flat rate of \$100. Check will be cashed after the NNO Committee has approved you as a vendor. Your receipt will be included in your approval packet, which will disclose your booth location, map and details related to setting up for the event.

### Non-Profit Vendor Check List

- ☐ Vendor Application
- ☐ A Copy of Organization's 501(C)(3)  
If you are unsure as to whether your organization has already been considered by the IRS as a 501C3 Holder please follow the link to look up your status. <https://apps.irs.gov/app/eos/> You can also request a copy of your 501C3 from the IRS by calling 1-877-829-5500.